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DPD-0667-61

MEMORANDUM FOR : Chief, Administrative Branch, DPD-DD/P

SUBJECT : Action Requested of the Administrative Branch

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1. As a result of the recent survey by [REDACTED] the lack of an organizational manual has been cited as one of the outstanding deficiencies within the Division. It is requested that you take immediate action to develop an organization manual containing:

- a. A concise and up-to-date statement of the mission;
- b. Functional statements that separate the mission into the smallest number of dissimilar functions into which it may be divided;
- c. Job statements assigning clearly defined and specific functional responsibilities to key senior personnel of the Division.
- d. Policy statements necessary to provide a coordinated and directed effort toward mission accomplishment; and,
- e. Up-to-date and complete organizational charts.

2. Of secondary priority the report also pointed out that Standard Operating Procedures have not been developed to guide in the performance of routine and recurring tasks. A possible explanation for this lapse is the fact that many DPD personnel have grown up with the job and have developed ad hoc procedures as needed. It is requested that you insure publication of procedural statements by each Branch Chief to provide for the systematic performance of tasks within each Branch Chief's area of responsibility.

3. It is recommended that you explore the possibility of employing automatic record-keeping devices within the Division, and implementing a program through Registry for the screening of files to eliminate obsolete and useless records.

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4. As a matter for your information, [REDACTED] suggested that in order to alleviate the present crowded conditions within the Division the Conference Room be converted to office space; the size of executive offices be reduced by the use of movable partitions; and that soundproof walls and ceilings be constructed in the more crowded areas to cut down the noise factor. It is suggested that you consider the comments of this paragraph when reviewing the overall space program and possible moves whenever office space is made available to the Division.

STANLEY W. BERLI
Colonel USAF
Acting Chief, DPD-DD/P

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